

Kimberly Clarkson

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(123) 456 -7890

PROFILE

Specialized paralegal with more than a decade of experience working in North Carolina. Certification and five years of experience in family law. Extensive knowledge of common legal practices, documents and standards. Appreciation for North Carolina's family and custody laws.

PROFESSIONAL EXPERIENCE

Staff Paralegal

Legal Assistance of North Carolina, Chapel Hill, NC | January 2016 - Present

- Conduct legal research for family court and custody cases
- Prepare motions, subpoenas, complaints and witness lists for attorneys
- Manage case files and associated documents
- Serve as a liaison between attorneys and clients
- Screen potential clients for subsidized legal assistance

Paralegal

Cowell Law Firm, Greensboro, NC | June 2010 - December 2015

- Assisted with legal research for upcoming trials
- Prepared motions, subpoenas, complaints and witness lists for trials
- Digitized physical documents in the electronic filing system

Legal Assistant

Anker & Collo, LLC, Durham, NC | September 2008 - May 2010

- Helped draft motions, subpoenas, complaints and other legal documents
- Assisted with legal research for upcoming trials
- Uploaded physical documents to the digital legal filing system
- Answered calls, scheduled appointments and welcomed clients

EDUCATION

Bachelor of Arts in Legal Studies

University of North Carolina, Chapel Hill, NC, September 2010 - May 2012

Associate of Arts in Paralegal Studies

Alamance Community College, Durham, NC, September 2008 - May 2010

KEY SKILLS

- Knowledge of legal research standards
- Familiarity with standard legal documents and processes
- Understanding of North Carolina family law
- Strong communication skills

CERTIFICATIONS

Family Law Paralegal Specialist Certificate

Duke University, Durham, NC, September 2015 - December 2015

Registered Paralegal

The National Federation of Paralegal Associations, Minneapolis, MN, June 2010